

POSITION DESCRIPTION

Position:	Order of the Arrow Trail Crew Foreman
Department:	Conservation
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Order of the Arrow Trail Crew Coordinator
Desired Availability:	May 22 – August 22

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

OATC Foremen facilitate the two week OATC Trek. The OATC Foreman pairing is responsible for the members of their crew from their arrival until their departure 15 days later. The first week is spent at an OATC worksite in the backcountry while the second week is spent on a trek through Philmont and its surrounding land partners. Two foremen pairings will jointly manage the worksite, consisting of their two crews (approximately 10 participants each). The foreman will be responsible for the instruction of the participants in trail building techniques, the facilitation of crew discussions, and everyday camp duties. During the trek week, a foreman pairing will lead their individual crew and act in a ranger and/or advisor role, ensuring that the trek is successful. Throughout the two weeks, the Foreman will facilitate unique program elements. At the end of each trek, foreman pairings evaluate each crew member to provide the ranch with relevant information for future hiring decisions, and to help in the continued growth of the participants, even after they have left the Ranch.

Primary Duties & Responsibilities

- Establish yourself as a leader within the OATC Program, the Conservation Department, and Philmont Scout Ranch by setting an appropriate example for other staff and participants.
- Be constantly alert to the welfare and safety of scouts, advisors, coworkers, and any other visitors to the ranch. Demonstrate good situational awareness.
- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.

- Under the guidance of the ADC-OATC and OATC Coordinator, establish a set of performance goals for the summer.
- Greet and prepare arriving OATC crews for their trek. Guide them through Base Camp with stops at places such as Registration, Medical Recheck, Outfitting Services, and Dining Hall meals.
- Conduct a shakedown of all personal and crew equipment to ensure the crew's readiness to hit the trail.
- Throughout your time with your crew, develop leadership skills in all participants.
- Consistently communicate with foreman and rotation partners to establish and maintain an equal distribution of worksite and trek responsibilities.
- While in the backcountry, educate the crew on topics such as navigation, hiking etiquette, campsite setup, personal sanitation practices, bear and wildlife procedures, cooking skills, Philmont history, backcountry time management, and general trek planning skills.
- Become an expert in safe and proper use of provided hand and power tools.
- Properly maintain your crew's tools and equipment to the standards of the Philmont Conservation Department and maintain a clean and organized tool cache.
- Maintain clean and organized campsites while deployed in the backcountry, following the procedures in the OATC Foreman handbook.
- Become an expert in the project at your worksite. Learn the science and engineering principles underlying your work and communicate them to others clearly.
- Know and teach the appropriate safety measures to your crew, including the use of personal protective equipment and safe working practices.
- While with your crew, pass on information about wilderness stewardship and outdoor ethics using the Philmont Wilderness Pledge as well as personal stories and insights.
- Be able to effectively facilitate discussions and unique program elements pertaining to the ideals of the Order of the Arrow.
- Be able to facilitate an opening and closing ceremony effectively.
- Debrief with OATC Leadership after completion of each trek session.
- Complete all required paperwork and documentation in a timely fashion including but not limited to commissary orders, worksite logs, and participant evaluations.
- Promote OA High Adventure and Philmont individual treks throughout the summer
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Possess a solid foundation of conservation work and leadership experience
- Needs strong organization and communications skills to effectively perform their duties
- Participating in a OATC trek or other OA High Adventure opportunities is an excellent way to gain experience and understanding of the Ranch and OATC program
- Should feel comfortable leading groups of individuals
- Ability to function well in a high-paced and at times stressful environment

Physical Requirements & Work Environment

- Be over 21 years of age by time of employment
- Be currently registered in the Order of the Arrow and of the BSA
- Must meet the BSA height/weight requirements
- Be able to hike to remote worksites carrying loads up to 50 pounds

- Be prepared to spend up to 15 consecutive nights per work hitch in undeveloped backcountry campsites
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations
- Be prepared for strenuous workdays that include hiking and working on rough terrain, in all weather conditions, for 9-12 hours

Additional Information

Training Opportunities: OATC Foremen complete an eight-day specialized training in the policies and practices of Philmont Scout Ranch, the Order of the Arrow, and the OATC program. Topics include crew leadership, group discussion facilitation, trek planning, and program implementation. OATC Foreman also complete eight days of Conservation Department Training. Opportunities may arise throughout the summer for training in chainsaw operation, rigging, retaining wall construction, or other advanced skills. Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 7/9/2022